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THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

BETWEEN

CAMDEN BOARD OF EDUCATION

AND

CAMDEN CITY BOARD OF EDUCATION
CUSTODIAL ASSOCIATION

70-71

PREAMBLE

This Agreement is entered into this 23rd day of February, 1970 by and between the Board of Education in the City of Camden, New Jersey, hereinafter called the "Board" and the Camden City Board of Education Custodial Association, hereinafter called the "Association." The duration of this Agreement will be as provided in Article XXI.

ARTICLE I

RECOGNITION

- A. Be it resolved by the Board of Education of the City of Camden, New Jersey, pursuant to Chapter 303, of 1968, Public Laws of the State of New Jersey, known as the New Jersey Employer-Employee Relations Act, the Camden Board of Education hereby recognizes the Camden City Board of Education Custodial Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all custodial personnel under contract with the Board, or on leave from the school district, including janitor, janitress, night-watchmen, groundkeepers, and employees of the supply department; but excluding the Supervisor of Custodial Force and Supervisor Clerk in the Supply Department.
- B. Unless otherwise indicated, the term "Janitors", when used hereinafter in this Agreement, shall refer to all custodial employees represented by the Association in the negotiating unit as above defined, and references to male janitors shall include female janitress.

ARTICLE II

NEGOTIATION PROCEDURE

- A. In accordance with the provisions of Chapter 303, Public Laws 1968, the parties agree to commence collective negotiations on a successor agreement not later than Nov 1, 1970 of the calendar year preceding the calendar year in which this Agreement expires.
- [Handwritten signature]*

- B. Upon reasonable request by the president of the Association, the Board agrees to make known to the president when and where the Association may obtain documents that the Board is required by law to release.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by a Janitor that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of Board policy, this Agreement or an administrative decision governing janitors except that the term "grievance" shall not apply to: (1) any matter for which a method of review is prescribed by law or (2) any rule or regulation of the State Commissioner of Education or (3) by-laws of the Board of Education or (4) any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone or (5) a complaint of a janitor which arises by reason of his not being re-employed; or a grievance to be considered under this procedure must be initiated in writing by the janitor within thirty (30) calendar days from the time when the janitor knew or should know of its occurrence.

B. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved janitor to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

- (b) It is understood that janitors shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
2. Any janitor who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
 3. If as a result of the discussion, the matter is not resolved to the satisfaction of the janitor within five (5) school days, he shall initiate a grievance in writing to the Department Head specifying:
 - (a) the nature of the grievance
 - (b) the nature and extent of the injury, loss or inconvenience
 - (c) the results of previous discussions
 - (d) his dissatisfaction with decisions previously rendered.

The Department Head shall communicate his decision to the janitor in writing within three (3) school days of receipt of the written grievance.

4. The janitor, no later than five (5) school days after receipt of the Department Head's decision, may appeal the Department Head's decision to the School Business Administrator. The appeal to the School Business Administrator must be made in writing reciting the matter submitted to the Department Head as specified above and his or her dissatisfaction with decisions previously rendered. The School Business Administrator shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The School Business Administrator shall communicate his decision in writing to the janitor and the Department Head.
5. If the grievance is not resolved to the janitor's satisfaction, he no later than five (5) school days after receipt of the School Business Administrator's decision, may request a review by the Board of Education. The request shall be submitted in writing through the School Business Administrator who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the janitor and render a decision in writing within forty-five (45) calendar days of receipt of the grievance by the Board.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the janitor and the janitor wishes review by a third party, he shall so notify the Board through the School Business Administrator within ten (10) school days of receipt of the Board's decision.
7. (a) The following procedure will be used to secure the service of an arbitrator:
 - (1) A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 - (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
 - (3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
- (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.
- (c) Rights of Janitors to Representation
 - (1) Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association.
 - (2) When a janitor is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the School Business Administrator or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held

concerning the grievance and shall receive a copy of all decisions rendered.

- (3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievances.

D. Salary Appeals

1. A grievance involving a question of salary shall be initiated in writing to the Board Secretary-Business Administrator.

E. Costs

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If time is lost by any janitor due to arbitration proceedings necessitating the retention of an auxiliary janitor, the Board of Education will pay only the cost of the Auxiliary janitor. The time lost by the janitor must either be without pay or charged to personal time.

- F. This provision is to take effect

July 1, 1970 *LEN*

ARTICLE IV

JANITOR RIGHTS

- A. No janitor shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
- B. Whenever any janitor is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that janitor in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

C. The Board and the Association agree that no janitor may be required under any circumstances to transport a student in a private automobile.

D. This provision is to take effect July 1, 1970 *IPW. br*

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association may be permitted to transact official Association business on school property at reasonable times provided that permission has been granted by the Business Office.
- B. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings provided permission has been granted by the Business Office.
- C. The Association shall have the exclusive use of a bulletin board in each janitorial room in each building. Copies of all materials to be posted on such bulletin boards shall be given to the building principal and Business Office.
- D. The Association may use the school mail boxes in a reasonable manner with the permission of the building principal.
- E. Material addressed to building representatives received in the building will be placed in their mailboxes.
- F. The president of the Association shall enjoy freedom to enter and leave his assigned school and other schools at reasonable times when school is in session and he is not otherwise assigned, provided he notifies his building principal, and if he secures permission to enter any other school building from the building principal of that building.
- G. This provision is to take effect July 1, 1970 *LDH. br*

ARTICLE VII

SALARIES

- A. The salaries of all custodial employees, covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof and subject to existing rules and regulations for application of this schedule.

B. Janitresses employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. Payment shall be made on the fifteenth (15) and thirtieth (30) of each month.

(1) When a pay day falls on or during a school holiday, or weekend, janitors shall receive their pay checks on the last previous working day.

C. Compensation for all extra-curricular activities shall be as set forth in Schedule "B" which is attached hereto and made a part hereof.

ARTICLE VIII

JANITORIAL ASSIGNMENTS

A. Janitor shall be notified of their contract and salary status for the ensuing year no later than June 1.

B. Janitors shall be notified of change in assignments by the Business Office no later than July 15. The Business Office may alter, modify or change such assignments in the event of usual circumstances of emergencies.

C. Janitors assigned on a temporary basis as Head Custodial or Fireman, shall be paid the difference in salary pro-rate for the period of assignment.

D. Janitors who desire a change in assignment, or who desire to transfer to another building shall file a written statement of such desire with the School Business Administrator not later than June 1 of each school year.

ARTICLE IX

PROMOTIONS

A. A notice of a vacancy in a promotional position shall be sent to each school thirty (30) days before the final date when applications must be submitted.

B. Janitors who desire to apply for such vacancy shall submit their applications in writing to the School Business Administrator within the time limit specified within the notice.

C. Whenever a janitor is advanced to a higher classification he or she shall receive a promotional adjustment as set forth in salary policies for non-teaching personnel.

ARTICLE X

JANITOR EVALUATION

- A. A janitor shall have the right to see all evaluation reports prepared by his evaluators, and a janitor shall have the right to a copy of any negative evaluation if he requests a copy.
- B. A janitor shall have the right, upon request, to a conference with his evaluator after completion of the evaluation.
- C. The Board shall have the right to dismiss a janitor on the basis of poor work evaluation reports.

ARTICLE XI

SICK LEAVE

- A. As of July 1, 1969, all janitors employed shall be entitled to fifteen (15) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

ARTICLE XII

TEMPORARY LEAVES OF ABSENCE

- A. All janitors shall be entitled to two (2) non-accumulative personal leave days without refund, within each school year, provided that a formal request is initiated stating the reasons therefor. Said request shall be approved by the School Business Administrator and shall have been submitted at least five (5) school days prior to the date requested, except in extreme emergency. A copy of such request shall be filed with the immediate superior (supervisor or principal) at the same time it is forwarded to the School Business Administrator. Except in emergency, personal leave shall not be granted at the beginning or at the end of the school year, or immediately prior to or after any scheduled vacation period or school holiday.
- B. In case of absence on account of death of husband or wife, mother or father, son or daughter, brother or sister, full salary shall be paid for a period of up to five (5) consecutive weekdays, except Saturday. This provision will also apply in the case of death of another member of the immediate household of the janitor.

- C. In case of absence on account of death of father-in-law or mother-in-law full salary shall be paid for a period of up to three (3) consecutive weekdays except Saturday.
- D. One day's absence without loss of pay shall be allowed to attend the funeral of grandparents, great-parents, aunt, uncle, niece, nephew, first cousin, or any in-law not covered by the preceding paragraphs.
- E. Janitors may be allowed to attend the funeral of a co-worker without loss of pay upon receiving such permission from the School Business Administrator.
- F. Janitors whose son, daughter, husband or wife is receiving a college degree, may be allowed one day's absence to attend the graduation exercises without loss of salary. Request for such permission must be made in writing to the School Business Administrator.
- G. All military service absence by janitors of not more than ten (10) working days annually for temporary short-term military services shall be treated as "Absence with Permission" requiring no refund, and shall not be counted as part of vacation days. Absence in excess of ten (10) working days will require full refund.
- H. For absence with permission to be married, all janitors shall be granted leave of absence not to exceed one calendar week. Payroll deductions for this absence shall be in accordance with these regulations and with the rates set for other absences.
- I. All requests for permission to be absent for reasons other than illness must be made in writing to the School Business Administrator.

ARTICLE XIII

EXTENDED LEAVES OF ABSENCE

- A. Military leave without pay shall be granted to any janitor who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.
- B. Any married woman janitress, under contract, who shall have advanced three (3) months in pregnancy shall advise the School Business Administrator, in writing, and shall provide a doctor's certificate which indicates either how far she is advanced in pregnancy or the expected date of confinement. The janitress shall be placed upon leave of absence at the beginning of the fifth month of pregnancy, without salary, except that the janitress may be permitted to remain until the beginning of the sixth month upon her written

request and with the advice and recommendation of the Chief Medical Inspector.

- C. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick-member of a janitor's immediate family. Additional leave may be granted at the discretion of the Board.
- D. The Board may grant a leave of absence without pay to any janitor to serve in a public office.
- E. Other leaves of absence without pay may be granted by the Board for good reason.
- F. 1. Upon return from leave granted pursuant to Section A, of this ARTICLE, a janitor shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. A janitor shall not receive increment credit for time spent on a leave granted pursuant to Section B, C, D, or E of this ARTICLE. Applications for leave are subject to the approval of the School Business Administrator.

2. All benefits to which a janitor was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return, and every effort shall be made to assign him to the same position which he held at the time said leave commenced, if available.
- G. All extensions or renewals of leaves shall be applied for in writing. If the Board approves such application, the janitor shall be notified in writing.

ARTICLE XIV

Janitors shall immediately report cases of assault or accident suffered by them in connection with their employment to their principal or other immediate supervisor, and file a written accident report.

ARTICLE XV

INSURANCE PROTECTION

Beginning July 1, 1969 the Board of Education will assume the cost of the individual janitor's share of health insurance protection through Blue Cross-Blue Shield Hospital Plan, Rider J and a major medical program.

ARTICLE XVI

UNIFORMS

- A. The Board shall provide work uniforms for the custodial forces, at no cost to the individual.
- B. Janitors shall be responsible for the cleaning and care of issued work uniforms.

ARTICLE XVII

HOLIDAYS

- A. Janitors shall observe the holiday schedule as approved by the Board of Education.
- B. Holiday schedule for the ensuing year shall be published by July 1.
- C. Janitors assigned to open their building on election shall be compensated by the County Board of Elections.

ARTICLE XVIII

VACATION

- A. Vacation to janitors employed on a (12) twelve-month basis, shall be granted according to Board Regulations and Policy.

ARTICLE XIX

BOARD RIGHTS

- A. The Association recognizes that the Board may not by agreement delegate authority and responsibility which by law are imposed upon and lodged with the Board.
- B. It is understood by all parties that, under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.

ARTICLE XX

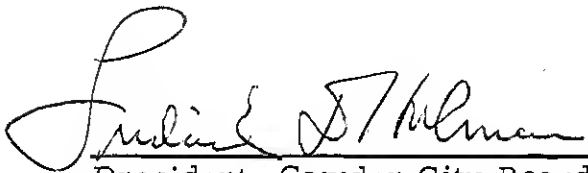
MISCELLANEOUS PROVISIONS

- A. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
1. If by Association, to Board at Room 503, City Hall, Camden, New Jersey, 08101, Attention: Board Secretary.
 2. If by Board, to Association at Camden High School, Baird Blvd., Camden, New Jersey, 08103, or Mr. Frederick Holman, 914 South Eighth Street, Camden, New Jersey.

ARTICLE XXI

DURATION OF AGREEMENT

- A. The provisions of this Agreement shall be effective July 1, 1970, except as herein provided and shall continue and remain in full force and effect to and including June 30, 1971, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date. Except the economic benefit provisions shall be effective July 1, 1970.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hercon, all on the day and year first above written.

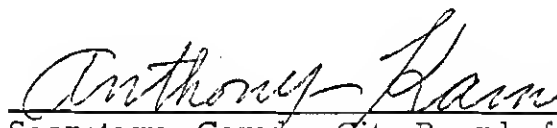


President, Camden City Board of
Education Custodial
Association

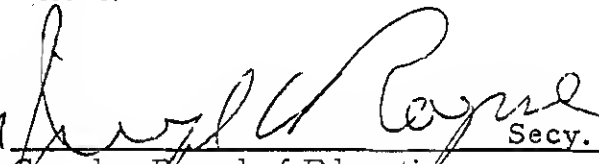


President, Camden Board of Education

Attest:



Secretary, Camden City Board of
Education Custodial
Association



Camden Board of Education
Secy.

SCHEDULE "A"

1970 - 71 - SALARY

Custodial Salary Schedule

	<u>1969-70</u>	<u>1970-71</u>	<u>Inc.</u>	<u>Adj.</u>
Janitor - Class A	\$ 4650-6500	\$ 5200-7000	\$ 350	\$ 350
Janitor - Class B	4350-6000	4900-6500	350	350
Janitor - Class C	4250-5500	4800-6000	350	350
Janitor - Fireman C-2	4250-5600	4800-6150	350	350
Janitress - Class D	2750-4000	3300-4400	300	300
Janitress - Class E (10)	1600-2600	2150-3000	250	250
Watchman - Class F	3950-4400	4500-4900	300	300

Supply Department

Supervisor Clerk - Class A	\$ 5750-7200	\$ 6200-7550	\$ 350	\$ 350
Asst. Supervisor Clk. - Cl. B	xxx	4900-6500	350	350
Clerk-Helper - Class C	3950-5150	4400-5600	350	350
Property Officer	5650-6800	6100-7150	350	350

SCHEDULE "B"

COMMUNITY ACTIVITIES

- A. The janitor shall be compensated beginning July 1, for opening the building for community use after 5 P. M. as follows: Week-nights \$2.00/hr. plus one extra hour; Saturday and Sunday \$3.00/hr. plus one extra hour. This compensation to be paid directly to the janitor on duty.
- B. For use of the building by the P. T. A. the charge shall be \$1.25/hr. plus one extra hour after 5 P.M. with a minimum of \$3.00.
- C. School performances held after 5 P. M., when admission is charged, each janitor shall be paid directly \$1.25 per hour for extra services.
- D. Board of Education sponsored activities held on Saturday, the janitor on duty shall be compensated a fee of \$5.00 per session.

RULES AND REGULATIONS FOR THE
JANITORIAL STAFF

The Janitorial Staff shall consist of Janitors, Janitress, Field Caretakers and Watchmen.

1. The Head Custodian of a school shall be directly responsible to the principal and supervised by the Assistant Secretary for Plant Services, for the housekeeping operation of his school. He will also setup; work assignments for his staff as directed by the principal and Assistant Secretary for Plant Services.

(Refer Board of Education Rules and Regulations, Article 7, Section 9) which reads as follows:

"Through established channels, the principal shall keep those officially responsible fully advised as to the physical condition and needs of the school. He shall be responsible for its general care and cleanliness and shall have authority within his building over all janitorial and custodial employees, and jurisdiction over the Maintenance employees within his building").

2. JANITOR - ENGINEER

Responsible for the operation of the boiler room and all mechanical equipment in his school, also will be available for Janitorial duties in the Cafeteria during the lunch hour for whatever duties are assigned. He shall also be responsible for certifying that the correct gallons of fuel oil are delivered to the school or correct tonnage of coal.

3. JANITORS

The Janitors shall be divided into general Housekeeping groups and floor waxing groups. The sweepers will sweep and dust all areas assigned to them as their work schedule. These areas assigned will include the classrooms, stairway, hallways and lavatories, and any other janitorial duties as assigned by the principal.

The Waxing Group will remove all furniture from a classroom before the floor is scrubbed and waxed. They will also wash with a damp cloth all walls and window ledges in rooms that are being washed and waxed.

4. JANITRESS

The Janitress will take care of the girls lavatories, classrooms and offices, girls gym facilities and cafeteria tables. They will wash the cafeteria tables twice daily.

Scour all drinking fountains in the school daily. In the gym area the the janitress will scour all shower and lavatory facilities and mop the floors daily. Also any other janitorial duties as assigned by the Principal.

5. NIGHT WATCHMAN

He shall be responsible for the securing of the building after the janitorial staff has completed their work day and also perform janitorial duties as outlined in Rules and Regulations for night-watchmen.

6. FIELD CARETAKERS

The Caretakers responsibility shall be the Athletic Field and also the gym areas of their school used by the boys. During months when they can work out on the field their time shall be divided between the field and gym areas. During months when the field is not in use they shall assist the janitorial staff in cleaning the main building after their assigned areas in the boys gym are completed.

7. The Janitorial Staff of the secondary school shall be on a (24) hour day work schedule; dividing into work groups, so that there is someone in the building around the clock.

The night work schedule will be enforced during the school year from the months of October to May.

8. JANITORIAL FEES

The Janitorial staff shall be paid at the rate of \$2.00 per hour plus one extra hour for cleaning, as their fee during evening activities in their building by outside organizations for each person assigned.

This fee shall be \$3.00 per hour on week-ends and holidays.

The Head Custodian will assign his staff for outside organizations and school activities as follows, one license fireman and one matron for each 100 or less people in attendance.

The fee for P.T.A. meeting shall be \$1.25/hr. plus one extra hour for cleaning, with a minimum of \$4.00. The hours to be between 5 to 11 P.M. No charge for use of building.

No Janitorial fee shall be charged before 5:00 P.M., on any work day, also for assistance during the "Mothers" March of Dimes Night, Cub and Brownie Troop meeting or other community activity designated by the Business Office and so noted on the permit.

RULES AND REGULATIONS

FOR

NIGHT WATCHMEN

- (1) All watchmen are to sign in and out, upon reporting and leaving job. Forms will be provided by school office.
- (2) Before starting work, watchmen are to make a complete tour of the outside of building. During this tour the following items are to be observed.
 - A: Make sure all windows are closed.
 - B: Make sure all lights inside of building are out. (Except in areas where schools recommend they be left on).
 - C: Outside lights are to be checked for broken, burned out or missing bulbs.
Make sure lights are on wherever required or out if so designated.
 - D: Make sure all gates are closed and locked, unless otherwise directed.
- (3) When not making tour or doing other work designated by school, the boiler room is to be considered the main station of all watchmen and he will confine himself to this area during the heating seasons. During the summer season his main station will be designated by the principal of the school. (Loitering outside of the building is prohibited).
- (4) R O U N D S: Is designated to mean a complete tour of the entire building.
- (5) R O U N D S: Starting on the odd hours means (the hours of 11-1-3-5-7 etc.)

The even hours means (the hours of 2-4-6-8 etc.)
- (6) The starting times of rounds will be designated by the Assistant Secretary for Plant Services Office.
- (7) When not making rounds, watchmen will busy themselves with the duties assigned to them by the custodian of the school.
- (8) All stations must be punched in their numerical order (#1-First-#2-Second -- #3 third etc.)
- (9) Stations punched out of this numerical order will be a violation of this order.

- (10) Only upon written permission from the Assistant Secretary for Plant Services office are stations to be punched other than designated.
- (11) Areas that do not have punch clocks, but have items to be checked are to be considered as important as stations and must be checked during each tour.
- (12) All of the following are considered standard checking points.
 - A: All exit and entrance doors are to be checked from the inside of building and kept locked.
 - B: Electrical panels are to be checked and all circuits off, unless designated otherwise. Circuit breakers that have gone in the off position are designated to be on should be reset, if circuit breaker fails to set, report immediately.
 - C: Check all vent fans, make sure they are on or off as designated by school custodian.
 - D: Check all sump pumps, by lifting float rods for proper operation.
 - E: Check oil burners, report any irregularities immediately.
 - F: Check oil gauge levels, make certain schools do not run out of oil.
 - G: Check water level in boilers.
 - H: Check for roof leaks during the inclement weather. Leaks should be reported immediately.
 - I: Check all rooms having water or gas utilities every round (Domestic Science Rooms. P.T.A. rooms, toilets, janitors rooms and etc.
 - J: All supply room doors must be kept locked at all times, regardless of types of supplies kept in them.
 - K: All fire extinguishers must be kept in their proper location. (Not on the floors) and checked.
 - L: C.O.2 Fire extinguishers must be checked, by blowing through hose, make sure they are not 'stopped up.

- (13) All watchmen are to familiarize themselves with locations of all Fire Fighting equipment and the proper use of same, also the Fire Department Gamewell box to turn in alarms.
- (14) All irregularities are to be reported to custodian as as soon as possible.
- (15) In case of any emergency, it is the duty of the night watchmen to (1st: Contact school custodian, 2nd: if he cannot be reached contact the supervisor of janitors.

CLASS DESCRIPTION:

HEAD CUSTODIAN CLASS-A

ESSENTIAL FUNCTION:

A Head Custodian Class-A, under the direction of the principal of a secondary school, supervises a custodial staff of from 5.0 to 15 full-time equivalent custodian positions, and is responsible for the cleanliness and sanitary condition of the school buildings and grounds.

DUTIES:

A Head Custodian Class-A coordinates the work of all custodians assigned to the school; acts as working supervisor, and spends a major portion of his time in the regular schedule of custodial duties; prepares and assigns regular work schedules; performs or assigns special duties for social and civic group activities involving use of the school facilities; supervises the operation of low pressure heating units; at the delegation of the principal, orders, receives, stores, and distributes instructional and custodial supplies; with the assistance of the Business Manager, administers a continuous program of in-service training; assists the principal in the evaluation of work performance of the custodial staff.

QUALIFICATIONS NECESSARY:

Knowledge of modern cleaning methods, materials, and equipment; knowledge of proper methods of organizing work schedules, of maintaining a stock-room, and of handling of supplies; knowledge of low pressure heating systems, and of ventilating and lighting systems. Ability to instruct custodial personnel, and to supervise and evaluate their work; capacity to deal tactfully and cooperatively with others. Personal neatness and cleanliness; emotional stability; good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.

EXAMINATION REQUIREMENTS:

Competency in all phases of the custodian's duties, as indicated by average or better performance reports. In general a period of five (5) years of service is required plus a recommendation from the school principal, also a New Jersey fireman license.

CLASS DESCRIPTION:

CUSTODIAN CLASS-B

ESSENTIAL FUNCTION:

A Custodian Class-B, under the direction of the principal of a elementary school, supervises a custodial staff of from 1.0 to 2.9 full-time equivalent custodial positions, and is responsible for the cleanliness and sanitary condition of the school buildings and grounds.

DUTIES:

A Custodian Class-B coordinates the work of all custodians assigned to the school; acts as working supervisor, and performs special services and a regular schedule of custodial duties; prepares and assigns regular work schedules; performs or assigns special duties for social and civic group activities involving use of the school facilities; supervises the operation of low pressure heating units; at the delegation of the principal, orders, receives, stores, and distributes instructional and custodial supplies; with the assistance of the Business Manager, administers a continuous program of in-service-training; assists the principal in the evaluation of work performance of the custodial staff; performs special services to teachers, students, and the public using school facilities. In one man schools he performs all the duties as listed under duties of Janitor Class-C.

QUALIFICATIONS NECESSARY:

Knowledge of modern cleaning methods, materials, and equipment; knowledge of proper methods of organizing work schedules, of maintaining a stock room, and of handling of supplies; knowledge of low pressure heating systems, and of ventilating and lighting systems. Ability to instruct custodial personnel and to supervise and evaluate their work; capacity to deal tactfully and cooperatively with others. Personal neatness and cleanliness; emotional stability; good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.

EXAMINATION REQUIREMENTS:

Competency in all phase of the custodian's duties, as indicated by average or better performance reports. In general, a period of one year of service is required, and a fireman license as issued by the State of New Jersey, plus a recommendation from his school principal.

NOTE: This class is also used for caretakers of Athletic Fields and Janitor in charge of night work in the High Schools.

CLASS DESCRIPTION:

CUSTODIAN CLASS-C

ESSENTIAL FUNCTION:

A Custodian Class-C, under the immediate supervision of a Custodian Crew Leader or a Head Custodian, maintains the buildings and surrounding areas of a school in a clean, sanitary, and safe condition, and performs related work as assigned by the Head Custodian and school principal.

DUTIES:

A Custodian Class-C, sweeps, scrubs, mops, cleans, and waxes floors, of rooms, hallways, stairs, and fire escapes; cleans and dusts walls, lockers, furniture and fixtures; cleans, washes, and scrubs toilets and other plumbing fixtures; sweeps walks and asphalt areas; washes windows; operates a heating plant; operates and regulates such equipment as valves, pumps, compressors, thermostatic controls, and fans; maintains stockrooms and supply closets; locks and unlocks school doors; disposes of rubbish; moves supplies, furniture, and equipment; makes minor repairs; checks hot water, fuel oil, and classroom temperatures; checks fuel oil level; replaces light bulbs; cleans blackboards; locks up playground equipment; raises and lowers the flag; operates incinerators; reports or corrects dangerous or unsightly conditions on the premises; exercises care in intercepting unidentified or questionable individuals on the school grounds during and after school hours.

QUALIFICATIONS NECESSARY:

Practical knowledge of modern cleaning methods, materials, and equipment; knowledge of maintenance principals and of sterilization and sanitary methods; knowledge of flag courtesy; ability to make minor repairs. Personal qualities of orderliness and neatness; capacity for cheerfulness and friendliness; capacity to respond willing to individual request for service which may infringe upon normal routine; qualities of tact and emotional balance. Physical qualities of cleanliness and good health, with good health, with good eyesight and hearing; physical strength, stamina, and endurance, with the ability to do vigorous manual work, to climb stairs, and to lift heavy loads.

EXAMINATION REQUIREMENTS:

Completion of at least the eighth grade is necessary. Although past experience is not a requirement, a year or more of experience is not a requirement, a year or more of experience in custodial, labor, or maintenance fields is desirable.

CLASS DESCRIPTION

JANITRESS CLASS D & E

ESSENTIAL FUNCTION: A Janitress Class-D or Class-E, under the immediate supervision of a Custodian Crew Leader or a Head Custodian, maintains the buildings in a clean, sanitary and safe condition, and performs related work as assigned by the head custodian and school principal.

DUTIES: A Janitress Class-D or E sweeps, and mops floors of classrooms, hallways, toilet rooms, cleans and dust walls, lockers, furniture, washes inside windows, and scrubs toilets and other plumbing fixtures.

QUALIFICATIONS NECESSARY: Practical knowledge of modern cleaning methods, materials, and equipment.
Personal qualities of orderliness and neatness; capacity for cheerfulness and friendliness; capacity to respond willingly to individual request for service which may infringe upon normal routine; qualities of tact and emotional balance.

Physical qualities of cleanliness and good health, with good eyesight and hearing.

EXIMINATION REQUIREMENTS:

Completion of at least the eighth grade is necessary. Although past experience is not a requirement, a year or more of experience in custodial field is desirable.

Note: Class-D - Full Time
Class-E - Part Time (4-1/2 hours)

CLASS DESCRIPTION

NIGHT-WATCHMAN CLASS-F.

ESSENTIAL FUNCTION:

A night watchman Class-F, under the immediate supervision of a Head Custodian, responsible for the security of the building during his tour of duty, also performs custodial duties as assigned by the Head Custodian and School Principal.

DUTIES:

A night watchman Class-F, makes a complete tour of the outside of the building before starting his inside tours, making sure that all windows and doors are closed, all lights inside the building are out, all gates are closed and locked. When making his inside tours he shall punch in numerical order all stations in his building, check all items on his check list in the areas that do not have punch keys. When not making rounds, the watchman will perform custodial duties as assigned by the Head Custodian; be able to operate a heating plant.

QUALIFICATIONS NECESSARY:

Personal neatness and cleanliness; emotional stability; good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion.

EXAMINATION REQUIRED:

Completion of at least the eighth grade is necessary. Although past experience is not a requirement, a year or more experience in this field is desirable.